



Welcome to GPlus Live

Contractor & Employee Management

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Module: Contractor and Employee Management

The following relates to the work flow around GPlus Live Contractor and Employee Management (CEM) storage of 'Procedure'.

Website: desktop application: www.gpluslive.com.au and MyDashboard: www.gpluslive.com.au/my.

Please note our system also uses two-factor authorisation to access the mobile dashboard.

Procedure

The CEM module within the GPlus Live gives you the ability to store company Procedures and have them issued out to either Employees or Contractors linked to your company. These can also be site specific. Procedures within GPlus Live can have assessment criteria attached to support end user understanding. Documents will also need to be signed electronically within the system. Procedures can always be found and retrieved via the contractor or employee MyDashboard.

Procedure Set Up

To create a Procedure workflow within GPlus Live go to the Management menu item where you will find the Procedure tab. Here you will have a register of all procedures stored within the module and the ability to add more, as well as download your uploaded company procedures.

Name	Revision	Job Roles	Created	
Environmental Monitoring Procedure	3		26/10/2022 10:18 David Jones	Details Download Archive
Undertaking AAR Heritage Searches	1	Operator	26/10/2022 09:18 Terri Smith	Details Download Archive

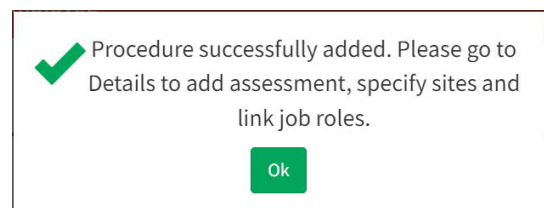
Showing 1 to 2 of 2 entries

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To set up a Procedure within this module, select the 'Add Procedure' button. Within the new pop up window, provide procedure name, revision number, description then upload your file.

Once you select save, a pop-up window will appear to prompt you to add any assesment criteria (optional) as well as linking this procedure to the site(s) and job roles.

To do this, select the 'Details' button for the procedure that requires this information.



Have any questions, changes, additions or feedback?

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Details Procedure Page

Procedure: Driving on Site

Revision: 1

Description: The following out lines the company procedure on driving on a client site

Min Correct Answers to Pass Assessment: 1

Document: [Driving on site.docx](#)

[Back to List](#)

[New Revision](#)

[Edit](#)

Assessment

[Sites](#)

[Assigned to \(Employees\)](#)

[Assigned to \(Contractors\)](#)

[Job Roles](#)

[Previous Revisions](#)

[Add Question](#)

Question

Type

Added

No data available in table

Assessment

Assessment questions is an *optional* feature. When using assessment questions, it's important to ensure that you tell the system the number of correct answers that are required to successfully complete the assessment.

Select the 'Edit' button, within the pop-up window, and provide the minimum correct answer value. If you are planning on using a text response to an assessment question, this should not be included in the number of correct answers as the system cannot mark it correct, it will need to be assessed by the supervisor.

Procedure: Driving on Site

Revision: 1

Description: The following out lines the company procedure on driving on a client site

Min Correct Answers to Pass Assessment: 1

Document: [Driving on site.docx](#)

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[New Revision](#)

[Edit](#)

Name:	Driving on Site	Revision:	1
Description:	The following out lines the company procedure on driving on a client site		
Min Correct Answers to Pass Assessment:	1		
		Save	Cancel

To set up assessment questions, select the assessment folder and the 'Add Question' button.

Assessment

[Sites](#) [Assigned to \(Employees\)](#) [Assigned to \(Contractors\)](#) [Job Roles](#) [Previous Revisions](#)

[Add Question](#)

Contractors and employees will need to complete the assessment questionnaires provided. The same questions will be asked of Contractors and Employees.

Your questions type can be a selection of the following:

- Yes/ No

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- Radio buttons – contractor or employee to choose only one of a predefined set of mutually exclusive options.
- Dropdown list – contractor or employee can select only one answer from a menu of choices (ideal for presenting a long list of options).
- Multiple choice – allows the contractor or employee to select one or multiple as the correct answer.
- Text - contractor or employee can write a short answer response to the question being asked. Management will be required to approve the response as the system cannot auto-approve text responses.

Answer	Is Correct
True	<input checked="" type="checkbox"/>
False	<input type="checkbox"/>

Ensure you select save after each question.

Site

Your Procedures can be companywide or site specific depending on the procedure uploaded. Select the sites folder and add sites that are required to have this Procedure attached (one or multiple sites). If no site is selected and you only have one site, it will be automatically linked.

Site	Added
Sandland	26/10/2022 11:04 David Jones

Assigning to – Employees or Contractors

From the details page of the Procedure, you can assign the procedure directly to an employee, a contractor, or to a job role.

When assigning to a contractor or employee they will be issued an email notification to complete the procedure workflow assigned. The contractors and employees will need to access their MyDashboard to complete this. The procedure cannot be completed via the desktop application. You are also able to assign the procedure via the employee /contractor employee profile page.

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Assessment Sites **Assigned to (Employees)** Assigned to (Contractors) Job Roles Previous Revisions

[Add Employees](#)

Name	Email	Mobile Number	Phone Number	Added	
David Jones	davidjones12@groundwork.com.au	0400 555 555		26/10/2022 11:43 David Jones	Unlink

Showing 1 to 1 of 1 entries

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Job Roles

Linking your Procedure directly with a Job Role allows the system to automatically issue the Procedure to all contractors / employees linked with that job role. When you assign the job role the system will automatically issue an email to complete the procedure.

Assessment Sites Assigned to (Employees) Assigned to (Contractors) **Job Roles** Previous Revisions

[Add Job Roles](#)

Name	Added	

Approving the Procedure

Once the User has completed and signed the Procedure, a notification about the status of Procedures will appear on the home page. It will be displayed as *Pending Approval*. If it says *Pending Signature*, the user has not reviewed and signed.

On either the completed procedures register, or the contractor/ employee profile page select the details button.

The details page of the procedure will provide you with details of who has completed the Procedure, its status, questionnaire answers linked to the procedures, and the contractor or employees' responses to the question. Review questionnaire responses as required.

If the contractor or employee has provided you with a copy of the procedure it will be attached here for review.

Also on this page is the revision history for the procedure as well as its history with the specific contractor or employee.

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Completed Procedures Page

Completed Procedure 26/10/2021 26/10/2022

[Export to CSV](#)

Name	Procedure	Status	Created	Completed	Last Email	Last SMS
David Jones Quarry Company	Undertaking AAR Heritage Searches Rev. 1	Completed	26/10/2022 09:23 Terri Smith	26/10/2022	26/10/2022 09:23	
David Jones Quarry Company	Driving on Site Rev. 1	Pending Approval	26/10/2022 11:43 David Jones			
Greg Burns Quarry Company	Undertaking AAR Heritage Searches Rev. 1	Pending Approval	26/10/2022 09:22 Terri Smith			
Greg Burns Quarry Company	Driving on Site Rev. 1	Pending Assessment	26/10/2022 12:29 Terri Smith			

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Note: Remember to use the search bars and date range filters

Individual Contractor or Employee Procedure Page

Procedure: Driving on Site (Rev. 1)

Employee: David Jones
Company: Quarry Company
Status: Pending Approval
Description: The following out lines the company procedure on driving on a client site
Signed by Employee: David Jones on 26/10/2022 12:30

Whilst operating vehicles on Company hours, drivers shall not be under the influence of alcohol, drugs or any other substance or medication that could impair their ability to safety operate a vehicle.

True

[Back to Employee](#) [Sign and Approve](#)

Revision History

Name	Revision	Approved	Created
No data available in table			

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Once reviewed and approved select 'Sign and Approve' button, provide any additional comments if required, and electronically sign.

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The individual Contractor or Employee procedure page will now change to show that the Procedure has been approved (by whom and date). There will also be a sign-off certificate stored for records. At any time you can recall this Procedure and make the individual contractor or employee recomplete the procedure if you are not happy.

The revision history will display all this information.

At any stage employees have access to the most update to date procedure in their MyDashboard.

Archiving Procedures

When a procedure is no longer required, archive it. Data will be stored in the back end for a select period of time which the GPlus Live team can recall for you.

Revision Process

If a Procedure requires an update, navigate to the 'Procedures' menu item under Management. Select 'Details' on the Procedure that requires a new revision. Select the 'New Revision' button

Procedure: Driving on Site

Revision: 1

Description: The following out lines the company procedure on driving on a client site

Min Correct Answers to Pass Assessment: 1

Document: [Driving on site.docx](#)

[Back to List](#) [New Revision](#) [Edit](#)

Enter in the new revision number, and review whether the description is still correct and relevant. Upload the new Procedure and select upload.

The system will automatically issue a notification request for the Procedure to be re-reviewed by the linked assigned Employees / Contractors and linked Job roles.

Name: **Revision:**

Min Correct Answers to Pass Assessment:

Copy Assessment

Description:

File Upload:

[Upload](#) [Cancel](#)

Previous Revisions

Previous revisions can be download under 'Previous Revisions'.

Assessment Sites Assigned to (Employees) Assigned to (Contractors) Job Roles **Previous Revisions**

Name	Revision	Created	
Driving on Site	1	26/10/2022 10:27 David Jones	Download

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Revision History

Under the Employee or Contractor pages you will have access to the revision history that is linked to that employee or contractor. You will be able to download the previous revision of the procedures and the attached electronically signed page.

Procedure: Driving on Site (Rev. 2)

Employee: David Jones
Company: Quarry Company
Status: Completed
Description: The following out lines the company procedure on driving on a client site
Signed by Employee: David Jones on 15/11/2022 13:31
Signed by Supervisor: Terri Smith on 15/11/2022 13:34
Completed: 15/11/2022
Approved by: Terri Smith on 15/11/2022 13:34
Last Email sent: 15/11/2022 13:28
Approved by: Terri Smith on 15/11/2022 13:34
Procedure with signature page: employee-procedure.pdf

Current version of the
procedure

Whilst operating vehicles on Company hours, drivers shall not be under the influence of alcohol, drugs or any other substance or medication that could impair their ability to safely operate a vehicle.
True

Previous revision of the
procedure and electronically
signed page

Revision History

Name	Revision	Approved	
Driving on Site	1	26/10/2022 12:48 Terri Smith	26/10/2022 11:43 David Jones Download

Showing 1 to 1 of 1 entries

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